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To SHARS Financial Contacts eligible for 2019 SHARS Cost Report

School Health and Related Services (SHARS)

REMINDER: 2019 SHARS Cost Report Training Requirement

Annual Training Opportunities

SHARS Cost Report Training sessions for **federal fiscal year 2019** (October 01, 2018 to September 30, 2019) will take place on:

- January 07, 2020
- January 28, 2020
- February 11, 2020
- February 18, 2020
- March 4, 2020
- March 24, 2020

ALL USERS ARE REQUIRED TO ATTEND TRAINING.

Due to the transition to the newly redesigned State of Texas Automated Information Reporting System (STAIRS), **all users** must undergo training this year before their accounts in the new system will allow them to submit a Cost Report.

Health and Human Services Commission (HHSC) recommends that each independent school district (ISD) have no less than **two** trained SHARS contacts each to guard against problems that could occur due to employee turnover. Access within the State of Texas Automated Information Reporting System (STAIRS) is limited to view only until all training requirements have been met.

IMPORTANT: ISDs need to be aware that until such time that a SHARS Financial Contact attends the required training, they will be unable to complete and submit a SHARS cost report for federal fiscal year 2019.

Please note SHARS Overview trainings may be presented at other related training sessions. However, the SHARS Overview and Random Moment Time Study (RMTS) trainings do not meet the SHARS cost report training requirement. Cost report training is provided at no charge by the HHSC Rate Analysis Department. Refer to the following link for information regarding the training schedule, registration and materials:

<https://rad.hhs.texas.gov/acute-care/school-health-and-related-services/shars-training>

If you have any questions, please contact the SHARS Rate Analysts at RA_SHARS@hhsc.state.tx.us or at (512) 730-7400.